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ASSIGNMENT BOOKLET 3B

PED0770 Career and Life Management
Module 3: Section 3 Assignment and Section 4 Assignment

FOR STUDENT USE ONLY		FOR OFFICE USE ONLY
Date Assignment Submitted: _____	(If label is missing or incorrect) Student File Number: _____	Assigned Teacher: _____
Time Spent on Assignment: _____	Module Number: _____	Assignment Grading: _____
		Graded by: _____
		Date Assignment Received:

Student's Questions and Comments

Apply Module Label Here

Name
Address
Postal Code

Please verify that preprinted label is for correct course and module.

Teacher's Comments

_____
Teacher

INSTRUCTIONS FOR SUBMITTING THIS DISTRIBUTED LEARNING ASSIGNMENT BOOKLET

When you are registered for distributed learning courses, you are expected to regularly submit completed assignments for correction. Try to submit each Assignment Booklet as soon as you complete it. Do not submit more than one Assignment Booklet in one subject at the same time. Before submitting your Assignment Booklet, please check the following:

- Are all the assignments completed? If not, explain why.
- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

MAILING

1. Do **not** enclose letters with your Assignment Booklets. **Send all letters in a separate envelope.**

2. Put your Assignment Booklet in an envelope and take it to the post office and have it weighed. Attach **sufficient postage** and seal the envelope.

FAXING

1. Assignment Booklets may be faxed to the school with which you are registered. Contact your teacher for the appropriate fax number.

2. All faxing costs are the responsibility of the sender.

E-MAILING

It may be possible to e-mail your completed Assignment Booklet to the school with which you are registered. You also may be **required** to e-mail some of your assignments. Contact your teacher for the appropriate e-mail address.

Career and Life Management

Module 3

Career and Life Choices

ASSIGNMENT BOOKLET 3B

Alberta Education

FOR TEACHER'S USE ONLY

Summary

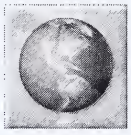
	Total Possible Marks	Your Mark
Section 3 Assignment	35	
Section 4 Assignment	65	
	100	

Teacher's Comments

Career and Life Management
Module 3: Career and Life Choices
Assignment Booklet 3B
Section 3 Assignment and Section 4 Assignment
ISBN 978-0-7741-2969-5

Alberta Education acknowledges with appreciation the Alberta Distance Learning Centre and Pembina Hills Regional Division No. 7 for their review of this Assignment Booklet.

This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	



You may find the following Internet sites useful:

- Alberta Education, **http://www.education.gov.ab.ca**
- Learning Resources Centre, **http://www.lrc.education.gov.ab.ca**
- Tools4Teachers, **http://www.tools4teachers.ca**

Exploring the electronic information superhighway can be educational and entertaining. However, be aware that these computer networks are not censored. Students may unintentionally or purposely find articles on the Internet that may be offensive or inappropriate. As well, the sources of information are not always cited and the content may not be accurate. Therefore, students may wish to confirm facts with a second source.

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ASSIGNMENT BOOKLET 3B
CAREER AND LIFE MANAGEMENT: MODULE 3
SECTION 3 ASSIGNMENT AND SECTION 4 ASSIGNMENT

This Assignment Booklet is worth 100 marks out of a total of 200 marks for the assignments in Module 3. The value of each question is stated in the left margin.

Read all parts of your assignment carefully and record your answers in the appropriate places. If you have difficulty with an assignment, go back to your Student Module Booklet and review the appropriate lesson. Be sure to proofread your answers carefully before submitting your Assignment Booklet.

You can use a computer and word-processing program for many of these assignments. If you use a computer, be sure to attach a printed copy that has been proofread and is readable. Include your name, course name, and assignment number on each page.

Section 3 Assignment: Planning Your Career

35

In this section, you set short and long-term goals and developed action plans to bring those goals into reality. You considered internships and volunteering as ways of developing employment skills. You learned about the concept of entrepreneurship and you looked at whether becoming an entrepreneur would fit with the lifestyle you want.

6

1. In the space provided on the next page, describe some of your non-career goals. In writing your description, consider the following questions:

   - What are your personal goals? (What type of person are you working on becoming?)
   - What are your relationship goals?
   - Do you have some spiritual goals?
   - How have these goals changed as you have moved into young adulthood?

Assessment Criteria for Question 1	
• The description is thoughful and clear. • Non-career goals have been clearly identified. • The student has made a sincere effort to assess how his or her goals have changed as he or she has moved into young adulthood.	6 marks

When you have completed question 1, continue where you left off on page 80 of the Student Module Booklet.

2. Your task for this assignment is to set some career goals for the occupation you earlier selected and researched. Provide **two** main goals and **four** sub-goals.

(8) a. State your career goals as clearly and specifically as possible. Consider what career you want and what you want to achieve in that career.

- Goal 1: _____

_____

_____

_____

_____

- Goal 2: _____

_____

_____

_____

_____

(4) b. List the sub-goals (steps) you will have to complete to achieve your career goals.

- Sub-goal 1: _____

_____

_____

- Sub-goal 2: _____

_____

_____

- Sub-goal 3: _____

_____

_____

- Sub-goal 4: _____

_____

_____

When you have completed question 2, continue where you left off on page 86 of the Student Module Booklet.

(12) 3. Develop action plans to achieve the goals identified in question 2. Consider these questions as you develop your action plans:

- What major actions do I need to take to achieve the goal?
- What are the detailed steps I need to do to complete each major action?
- What do I need to learn to reach my goal?
- What resources (money, skills, education) are needed to get to my goal?
- What do I need to do to get each of these resources?
- What is the timeframe required for each action?
- What do I need to do next?

List each goal or sub-goal. Then provide the specific actions you need to complete in order to achieve each goal.

Goal or Sub-Goal	Action Plan

When you have completed question 3, continue where you left off on page 92 of the Student Module Booklet.

(5)

4. In Lesson 4 you explored entrepreneurship as a possible career choice. Describe your idea of becoming an entrepreneur.

   In writing your description consider the following questions:

   - What entrepreneurial possibilities are you interested in? Do you want to be self-employed in a trade or profession? Do you want to run a business?
   - How would being an entrepreneur fit with the lifestyle you desire?
   - Do you have the qualities required for success as an entrepreneur? Explain.

   If you have no desire to become an entrepreneur, explain in detail why not.

When you have completed question 4, continue where you left off on page 98 of the Student Module Booklet.

65

Section 4 Assignment: In the Workplace

In this section you considered what happens as you start a job and move from a school situation into a work situation. You focused on the processes and tools used in basic job searches.

1. In Lesson 1 you reviewed writing résumés, filling out application forms, being interviewed, and networking to find job leads. You may have thought of these topics in terms of the specific career you want to pursue.

(4) a. Review your strengths and limitations explored in earlier sections. Describe **two** specific difficulties you might encounter when looking for work, such as preparing an effective résumé, building a job network, or answering questions in job interviews.

(4) b. Describe **two** strategies you can use to help you overcome these difficulties.

2. Your task for this assignment is to complete an application form, a letter of application, and a list of what should be included in a résumé as you apply for your selected job advertisement.

   Use the personal information sheets and collections you have created so far in the module to help you complete these items.

   Ensure that you complete each component of this assignment neatly, using appropriate formats. Space is provided for your answers after the job advertisements that follow.

   Choose any one of the following job advertisements. Or, you may choose to reply to a job currently being advertised online or in a newspaper. If you choose this option, include the adverstisement to which you are responding.

   Note: If you are using a computer to complete your letter of application and résumé list, attach them to Assignment Booklet 3B.

DATA CONTROL CLERK

Permanent Part-Time Position

Performs data input of payroll and accounts payable. Transmits, prints, and files reports. Completes a variety of accounting and other related duties as per current job description.

Qualifications: candidate must be a high school graduate with supplementary business training and experience in accounting and knowledge of accounting software

Salary and Benefits: as per current General Service Workers' Agreement

Applications: must be submitted in writing at Suite 123, 5505-34th Avenue

MANAGEMENT TRAINEES

Fast-growing Canadian musical instrument chain is currently seeking management trainees. Career opportunities available for individuals with ability to achieve in sales, customer service, and merchandising.

LEGAL ASSISTANT

You will act as an assistant to two or more lawyers, transcribing legal documents, maintaining diaries, answering phone calls, making appointments, scheduling meetings, maintaining a filing system, drafting memos and letters, answering routine correspondence, plus other related duties.

Qualifications: Grade 12 including or supplemented by word-processing courses, plus several years related administrative experience preferably in a legal environment. Equivalencies considered. **NOTE:** This is a permanent part-time position.

HIGHWAY MAINTENANCE WORKER

You will be responsible for maintaining streets, roads, and highways. You must be able to operate the following: loaders, mowers, snowplows, dump trucks, and other service equipment. Duties include snowplowing, sanding, grading, patching, crackfilling, mowing grass, cleaning culverts, painting, snowfencing, and maintaining signs and guard rails.

Qualifications: Valid class 2 driver's licence, high school diploma, related experience in both summer and winter road maintenance, willingness to work weekends and odd hours, as emergency weather conditions require.

FASHION CONSULTANT

Retail Sales

The A & N Boutique is expanding, with the addition of three new stores. Candidates must be self-motivated, energetic, and fashion conscious.

Qualifications: Must have at least three years of sales experience.

PARTS COUNTER STAFF

Exciting opportunities with a fast growing auto parts chain. Entry level and experienced full and part time Counter Staff wanted. We offer a competitive salary and a flexible work environment. Apply online at **www.monster.ca** Keyword: Partsstore or send completed application information to Cam at **cj@intersource.ca**.

PLUMBERS REQUIRED

Established mechanical contracting firm requires Starter to Journeyman plumbers. Competitive wages, RRSP, and benefits. Fax letter, application, and resume to 555-555-5555.

(8) a. Respond to the job advertisement you have chosen by completing the application form that follows.

Assessment Criteria for Question 2.a.	
• The application form includes the following: – personal information – educational background – work experience—business name and address, position title, dates worked, responsibilities – jobs and responsibilities at home or in the community—household responsibilities, babysitting, participation in community events – extra-curricular activities, recreational activities, hobbies, group or club memberships – references – action words – promotion of abilities, experiences, and skills • The application tool shows evidence of attention to detail, personalization, and professionalism. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization.	8 marks

Application Form	Please Print
Position Applied For	How did you learn about this competition?
Surname First Middle	Permanent Part-time Temporary Seasonal
Mailing Address	
Telephone: Home: Messages:	Are you under 18 years of age? Yes No
Canadian Citizen or Landed Immigrant	Yes No
Date Available for Employment	Desired Salary
Education Institution	Year Left Highest Grade Certificate/Diploma
Secondary	
Post-Secondary	
Other	

(The application form continues on the next page.)

Employment History	
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:

(10) b. Respond to the job advertisement you have chosen by writing a letter of application. There is space for your letter on the following page.

Assessment Criteria for Question 2.b.	
• The letter of application includes the following: – a clear focus on the job selected – the purpose of the letter – an explanation of personal capability, work experience, and education – a request for an interview – contact information • The application tool shows evidence of attention to detail, personalization, and professionalism. • A business letter format has been used. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization.	10 marks

(8) c. Respond to the job advertisement you have chosen by **listing** all of the relevant details you would include in a résumé when applying for the job. (**Note:** You do not actually complete a résumé for this assignment.)

There is space for your list on the following page.

Assessment Criteria for Question 2.c.	
• The résumé details include the following: – personal information – educational background – work experience—business name and address, position title, dates worked, responsibilities – jobs and responsibilities at home or in the community—household responsibilities, babysitting, participation in community events – extra-curricular activities, recreational activities, hobbies, group or club memberships – references – action words – promotion of abilities, experiences, and skills • The application tool shows evidence of attention to detail, personalization, and professionalism. • The application tool shows a clear focus on the job selected. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization.	8 marks

My résumé would include these details of information, which are relevant to the job being applied for:

When you have completed questions 1 and 2, continue where you left off on page 118 of the Student Module Booklet.

(15)

3. In Lesson 2 you explored employer and employee expectations. What qualities do you possess that will make you a successful employee? List **three** of them in the following chart. Explain how each quality fulfills an employer's expectations. Explain your level of achievement of each quality; describe any qualities that you think you need to develop further.

Qualities of a Successful Employee I Possess	Employer Expectations	Your Level of Achievement of that Quality

When you have completed question 3, continue where you left off on page 128 of the Student Module Booklet.

4. In Lesson 3 you examined rights and responsibilities of employees and employers. Consider the following scenario:

   Tara is finishing up high school and started working at Dairy Burger Bar to earn money for tech school. One of her shift supervisors makes her very uncomfortable. He makes sexual comments to her and has pressed against her a couple of times when they were in the cooler. Tara knows she either has to quit the job or do something to make the situation stop.

(2) a. What workplace rights are being violated in Tara's work situation?

(8) b. Follow the steps provided in Lesson 4 to outline what Tara can do to successfully deal with this harassment.

When you have completed question 4, continue where you left off on page 136 of the Student Module Booklet.

(6) 5. In Lesson 5 you examined issues that relate to leaving a job. Chris has worked for Green Point Industries for the past eight years. Yesterday, Chris and eight others received termination notices because the company is downsizing. What advice do you have for Chris in regard to getting back into the workforce?

When you have completed question 5, submit Assignment Booklet 3B to your teacher. Remember to also submit your Assignment Booklet for Part A: Human Sexuality or Part B: Relationships.

STUDENT COURSE SURVEY

After you have completed the assignments in this course, please fill out this survey. Your constructive comments will be greatly appreciated, as future course revisions can then incorporate any necessary improvements.

We encourage you to go to ***www.tools4teachers.ca****, choose the Surveys link, and complete and submit this survey electronically. If this is not possible, see the last page of the survey for other ways to submit the survey.*

Age (optional): ❑ under 16 ❑ 16 to 18 ❑ 19 to 40 ❑ over 40

School Where You Are Registered to Take This Course: _____

Course Name: _____ Date: _____

Course Copyright Year (See back cover.) _____

Design

1. The recommended process for students is to work through the Student Module Booklet(s) as instructed and then complete the assignments when directed. Did you follow this process?

   ❑ Yes ❑ No If no, explain.

   _____

   _____

2. The Student Module Booklet(s) contains a variety of self-assessed activities. Did you find it helpful to be able to check your work and have immediate feedback?

   ❑ Yes ❑ No If yes, explain.

   _____

   _____

   _____

3. Were the questions and directions in the Student Module Booklet(s) easy to understand?

   ❑ Yes ❑ No If no, explain.

   _____

   _____

   _____

4. Did you understand what was expected in the Assignment Booklets?

   ❑ Yes ❑ No If no, explain.

   _____

   _____

5. The course materials were designed to be completed by students working independently. Were you always aware of what you had to do?

   ❑ Yes ❑ No If no, provide details.

   _____

   _____

6. This distance learning course may have included an assortment of drawings, photographs, and charts.

   a. Did you find the visuals in this course helpful?

      ❑ Yes ❑ No Comment on the lines below.

      _____

      _____

   b. Did you find the variety of visuals in this course motivating?

      ❑ Yes ❑ No Comment on the lines below.

      _____

      _____

7. Suggestions for Internet use may be included in the course. Were these suggestions helpful?

   ❑ Yes ❑ No Comment on the lines below.

   _____

   _____

8. Some activities may have called for the use of a course or textbook CD. Did you use such resources as instructed?

   ❑ Yes ❑ No Comment on the lines below.

   _____

   _____

9. How did you submit your assignments?

   ❑ mail ❑ fax ❑ e-mail ❑ drop off

10. The Student Module Booklet(s) may have directed you to work with your teacher or to consult with your teacher if you were having problems. How well did you work as a team?

    _____

    _____

    _____

    _____

Course Content

1. Was enough detailed information provided to help you learn the expected skills and objectives?

   ❑ Yes ❑ No Comment on the lines below.

   _____

   _____

2. Did you find the workload reasonable?

❑ Yes ❑ No If no, explain.

_____

_____

3. Did you have any difficulty with the reading level?

❑ Yes ❑ No Please comment.

_____

_____

4. How would you assess your general reading level?

❑ poor reader ❑ average reader ❑ good reader

5. Was the material presented clearly and with sufficient depth?

❑ Yes ❑ No If no, explain.

_____

_____

6. Was a textbook required for the course?

❑ Yes ❑ No If yes, explain where you got it. Did you have any problem getting it?

_____

_____

General

1. What did you like least about the course?

_____

_____

2. What did you like most about the course?

_____

_____

Additional Comments

_____

_____

_____

_____

_____

Only students enrolled with the Alberta Distance Learning Centre need to complete the remaining questions.

1. Did you contact the Alberta Distance Learning Centre for help or information while doing your course?

   ❑ Yes ❑ No If yes, approximately how many times? _____

   Did you find the staff helpful?

   ❑ Yes ❑ No If no, explain.

   _____

   _____

2. Were you able to fax or e-mail any of your assignment response pages?

   ❑ Yes ❑ No If yes, comment on the value of being able to do this.

   _____

   _____

3. If you mailed your assignment response pages, how long did it take for their return?

   _____

   _____

4. Was the feedback you received from your correspondence or distance learning teacher helpful?

❑ Yes ❑ No Please comment.

_____

_____

_____

Thanks for taking the time to complete this survey. Your feedback is important to us. If you are mailing this survey, please use the address on the right. Or, you may e-mail or fax the survey, using the address or number below.

E-mail: dlrbgeneral@gov.ab.ca
Fax: (780) 674-6561

If you are enrolled at the Alberta Distance Learning Centre and will be mailing your Assignment Booklets to ADLC, you may return this survey with the final Assignment Booklet in the course.

Distributed Learning Resources Branch
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